

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

VEHICLE SAFETY INSPECTOR

JOB DESCRIPTION

Employees in this job perform mechanical safety inspections of all public, non-public, and private pupil transportation vehicles and other vehicles as required to insure compliance with applicable state and federal laws, standards, rules and regulations. Work is performed under general supervision and requires the use of inspection techniques and considerable knowledge of state and federal vehicle safety laws.

There are two classifications in this job.

Position Code Title – Vehicle Safety Inspector-E

Vehicle Safety Inspector 9

This is the intermediate level. The employee performs a variety of inspection assignments while learning state and federal laws and regulations and developing inspection techniques needed to carry out mechanical safety inspections, prepare vehicle inspection reports, and inspect vehicle maintenance records. The employee works within general methods and procedures in the form of procedural manuals, laws, rules, regulations, etc., and exercises judgment in applying these guidelines to specific situations. Work is performed under close supervision and assignments are reviewed in progress.

Vehicle Safety Inspector E10

This is the experienced level. The employee performs a full range of vehicle inspection assignments. The employee works within general methods and procedures in the form of procedural manuals, codes, laws, rules, regulations, etc., and uses independent judgment in applying these methods and procedures to specific situations.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Receives instruction and experience in inspection processes, vehicle safety laws, rules and regulations, and administrative practices.

Inspects the mechanical safety of public, non-public and private pupil transportation vehicles and other vehicles as required to insure compliance with established state and federal laws, rules and regulations.

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Prepares vehicle inspection reports in order to reject or certify compliance with laws, rules and regulations.

Participates in training programs for vehicle equipment and safety standards.

Explains, both verbally and in writing, the federal and state codes, laws, rules and regulations for public, non-public, private pupil transportation vehicles and other vehicles as required.

Maintains records and prepares reports and correspondence related to the work utilizing written and/or automated processing.

Performs related essential functions appropriate to the class and other non-essential functions as required.

Provides testimony in court involving the enforcement of vehicle safety standards.

Trains and assists entry-level vehicle safety inspectors.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Considerable knowledge of state and federal laws, technical standards, rules, and regulations pertaining to the vehicle safety inspection program.

Considerable knowledge of vehicle inspection methods, techniques, and processes. Ability to explain instructions and guidelines to others effectively.

Considerable knowledge of the standard practices, materials, tools and equipment used in the maintenance and repair of motor vehicles and engines.

Considerable knowledge of body and frame construction.

Ability to successfully complete in-service proficiency training and testing.

Ability to use tools and equipment to accomplish mechanical and repair assignments.

Ability to read mechanical diagrams and manuals.

Ability to interpret and apply codes, state and federal statutes, rules and regulations relative to the work.

Ability to obtain accurate data and prepare reports.

Ability to select and compile data for reports and correspondence.

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Ability to communicate effectively, both orally and in writing.

Ability to maintain favorable public relations.

Ability to follow verbal and written instructions.

Ability to operate basic keyboard and personal computer.

Ability to work without close supervision.

Ability to provide effective testimony in court.

Working Conditions

Jobs are located in the Department of State Police, Motor Carrier Division.

Work is primarily performed outdoors or in garages.

The employee may be exposed to heat, cold, dust, dirt, odor, noise and dampness.

Physical Requirements

The work requires the ability to travel, walk or stand for extended periods of time, bend, reach, and stoop.

Education

Educational level typically acquired through completion of high school.

Experience

Vehicle Safety Inspector 9

Two years of experience in the repair and/or maintenance of motor vehicles.

Vehicle Safety Inspector E10

One year of experience as a vehicle safety inspector.

OR

Three years of experience in the repair and/or maintenance of motor vehicles.

Alternate Education and Experience

Completion of a mechanical vocational program may be substituted for one year of motor vehicle repair and maintenance experience.

Two years of experience in the inspection of motor vehicles may be substituted for one year of vehicle safety inspector experience.

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Special Requirements, Licenses, and Certifications

Possession of a valid driver's license and the ability to obtain a valid Michigan driver's license.

Individuals must successfully complete all written and hands-on proficiency testing provided by the Department of State Police, Motor Carrier Division within the first year of entry into the job. Successful completion of this testing is a condition of continued employment.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

VHCLSFISP

Job Code Description

Vehicle Safety Inspector

Position Title

Vehicle Safety Inspector-E

Position Code

VESFISPE

Pay Schedule

A02-014

ECP Group 1
Revised 7/27/01
MW/VLWT/MP